

INDEX

A

- Access, 7–8
- Accidental information theory, 125
- Activist learning style, 81
- Addiction, information stress and, 98
- Aging, memory and, 182–84
- Agreeableness, 77
- Altruism, 168
- Alzheimer's disease, 46, 51, 147–48
 - memory and, 148
- Ambiguity, of information, 13
- Amount, of information, 13
- Amygdala, 48, 95
- Aptitude, information, 78–82
- Attention, 88, 105–9
 - deficits, 106
 - improving, 108–9
 - manager, 107
 - multitasking and, 107–8
 - principles, 108–9
- Attention deficit disorder (ADD), 106
- Attention deficit hyperactivity disorder (ADHD), 147
- Attention deficit trait (ADT), 106
- Attitude, information, 82–85
- Attributes, of information, 12–14
 - ambiguity, 13
 - amount, 13
 - consumption, 13
 - dynamics, 13
 - format, 13
 - inappropriability, 14
 - indeterminacy, 14
 - individuality, 14
 - knowledge, 14
 - multiplicative quality, 14
 - redundancy, 14
 - supply, 14

Auditive medium, 10

Autobiographical memory, 42
functions of, 43

B

Behavior

- copying, 99
- disloyal, 27
- distracted, 27
- information, 57, 174, 175–76
- information-seeking, 59
- information-use, 59
- less helpful, 27
- postponement, 99
- violent, 27

Berrypicking theory, 60

Blogs, 68

Body language, 7, 151

Bonaparte, Napoleon, 56

Brain, 35–54

- chemicals, 100–101
- concentration, 105–9
- consciousness, 36, 111
- development of, 39
- dreaming, 52–53
- facts, 37–39
- food, 101–2
- gender and, 176–77
- hemispheres, 38
- history of, 36–37
- information and, 121–34
- left *versus* right, 51–52
- mammalian, 37
- mapping, 35
- memory, types of, 41–43
- memory capacity of, 41
- metaphors, 40–41
- mirroring, 53–54
- multitasking and, 108
- muscles, 103–4
- order, 127–28

power, 38–39

- remembering and recalling, 43–51
- repetition and, 111–12
- reptilian, 37
- searching for information in, 121–24
- transmission rate in, 39
- unconsciousness, 110–11

Business, of information, 19

C

Casanova, Giacomo, 55

Causes, of information

- overload, 29–31
- information, 29–30
- information technology, 30–31
- organizational, 30
- personal, 29
- task, 30

Cave paintings, 36–37

Chaos, coping with, 58

Characteristics, of information,

- 6–12
- access, 7–8
- feelings, 9
- medium, 9–10
- people, 8–9
- time, 11
- usage, 11–12

Classification, of information,

- 127–28
- methods of, 128–29

Clinical psychology, information

- overload and, 21

Cognitive overload, 21

Collection, of information

- mania, 23–24
- strategies, 24–25

Collective intelligence, 139

Communication, 151–66

- gender differences in, 176–77
 - gossips, 153
 - improving, 154–57
 - language, 151–52
 - medium, 156
 - message, 156–57
 - oral, 158–59
 - questions, asking, 153–54
 - storytelling, 157–60
 - tips for recipients, 156
 - tips for senders, 155–56
 - visual, 161–64
 - Communication overload, 21
 - Competitive advantage,
 - information as, 19
 - Concentration, brain and, 105–9
 - Conscientiousness, 77
 - Conscious mind
 - brain and, 111
 - information and, 15
 - Consciousness, 36
 - episodic, 36
 - Consumption, of information, 13
 - Context, 11, 15
 - creating, 182
 - Continuous partial attention, 179
 - Conversation therapy, 116
 - Corpus callosum, 38
 - Cortex, 38
 - Creativity, information stress
 - and, 98
 - Cultural background, information
 - and, 8
 - Culture, information, 142–43
- D**
- Darwin, Charles, 56
 - Data, information *versus*, 3
 - Data tsunami, 21
 - da Vinci, Leonardo, 55
 - Decay theory, 45
 - Declarative memory.
 - See* Explicit memory
 - Déjà vu, 47
 - Digital information, 66, 110
 - Digital media, 163
 - Digital workplace, 148–50
 - filters, 149
 - integrated communication, 149
 - integrated search facilities, 149
 - interface, 149
 - personalization, 149
 - search for people in, 149
 - signaling, 149
 - Disloyal behavior, 27
 - Dissemination, of information, 158
 - Distracted behavior, 27
 - Dopamine, 100, 141, 142, 172
 - Dreaming, 52–53
 - Dynamics, of information, 13
- E**
- Education, 135–39
 - Electronic information, 10
 - E-mail, 31
 - Emotional memories, 48–50
 - Emotions
 - as information, 95–96
 - unconsciousness and, 110–11
 - Episodic consciousness, 36
 - Episodic memory, 42, 114
 - Everyday life information
 - seeking, 61
 - Exercise, brain and, 103–4
 - Experience goods, 16
 - Explicit memory, 42
 - Extraversion-introversion, 77
 - Eyesight, deterioration of, 28
- F**
- False memories, 50–51
 - Fear, 49

- Feelings, 9, 95–99. *See also*
Emotions
- Filtering, of information, 86–87,
129–31
setting of, 130
tips for, 130–31
- Fixed costs, of producing
information, 16
- Flash bulb memories, 48
survival principle of, 49
- Food
advice, 102–3
brain and, 101–2
- Forgetfulness, information stress
and, 98
- Forgetting, 45–47, 115–17
decay theory, 45
interference theory, 46
techniques for, 116
- Forgetting curve, 44
- Format
as barrier to information use, 25
of information, 13
- Free spirits, information stress
and, 98
- Functional MRI (fMRI), 35,
50, 52
- G**
- Gatekeeper, 178
- Gender, brain and, 176–77
- Global *versus* detail, information
aptitude, 81
- Gossips, 153
- Gray matter, 176
- Gutenberg, Johann, 5
- H**
- Haptic medium, 10
- Hemispheres, brain, 38
- Hippocampus, 38
remembering and, 43–44
- Humor, 93
- Hypothalamus, 38
- I**
- Ignorance, information attitude
and, 84–85
- Imagination, 163–64
- Implicit memory, 42
- Inappropriability, of
information, 14
- Indeterminacy, of information, 14
- Indexing, of thought, 123
- Individuality, of information, 14
- Induction, of information, 158
- Infomediary, 178
- Information
addiction to, 140–41
attributes of, 12–14
brain and, 121–34
characteristics of, 6–12
communication of, 151–66
as competitive advantage, 19
data *versus*, 3
defined, 4, 15
derivation of word, 5–6
dissemination, 158
emotions as, 95–96
features of, 16–17
filtering, 129–31
history of, 5
induction, 158
internal, 26
interpretation, 158
knowledge *versus*, 3–4
life cycles, 12
loss of control over, 84
meaning of, 5–6
navigating, 164–65

- new jobs in, 178–79
- organization of, 55–57, 85–86, 126–29, 158
- organizations and, 4
- from people, 167–71
- perspectives on, 6
- presentation of, 158
- preservation of, 158
- processing, 39, 138–39
- pruning, 87
- questions, 122–23
- saving, 124–26
- sensitive, 91–95
- storing, 51
- unsolicited, 25
- useless, 28
- value of, 11, 16–17, 141–42
- workplace and, 167–84
- Information anxiety, 21, 27
- Information aptitude, 78–82
 - five senses, 79–80
 - global *versus* detail, 81
 - learning styles, 81–82
 - filers *versus* pilers, 80–81
 - readers *versus* listeners, 78–79
 - speakers *versus* writers, 79
 - verbalizer *versus* imager, 79
- Information attitude, 82–85
 - ignorance, 84–85
 - information junk, 82
 - required knowledge, 83
 - uncertainty, 83–84
- Information behavior, 57
 - defined, 59–60
 - of groups, 175–76
 - of managers, 174
 - observations on, 57–59
 - theories, 60–68
 - values and, 64
- Information coach, 178
- Information culture, 142–43
- Information fatigue syndrome (IFS), 21, 27
- Information flows, analysis of, 75–76
- Information foraging, 62
- Information glut, 21
- Information ground theory, 62–63
- Information handling, 85–89
 - filtering, 86–87
 - information organization, 85–86
 - information pruning, 87
 - personal information management, 85
 - time management, 87–88
 - to-do lists, 88–89
- Information horizon theory, 64–65
- Information junk, 82
- Information literacy skills, 137–38
- Information management
 - practices, 64
- Information obesity, 21
- Information orientation, 63–64
- Information overload, 20, 181
 - causes of, 29–31
 - characteristics and, 22
 - collecting mania, 23–24
 - concept of, 21–22
 - defined, 22–23
 - symptoms of, 27–29
 - today, 31–32
- Information processing
 - collective intelligence, 139
 - delegation and, 139
 - disturbances and, 139
- Information productivity, 140–43
 - increasing, 140
- Information professional, 178

- Information profile, 73–90
 attitude, 74
 components of, 74
 decisiveness, 74
 defined, 73
 influence, 74
 organization, 74
 personal background and, 75–78
 selection, 74
 skill, 74
- Information pruning, 131–34
 questions, 132–33
 take-outs, 133–34
- Information sabbatical, 181
- Information-seeking behavior, 59
- Information stress, 97–99
 addiction, 98
 creativity, 98
 forgetfulness, 98
 free spirits, 98
 multitasking, 98
 postponement behavior, 99
 pressure, 99
 symptoms of, 97
- Information technology, 30–31
 information competencies
 and, 76
 practices, 64
- Information use, barriers to, 25–27
 format, 25
 organization, 26–27
 people, 26
- Information-use behavior, 59
- Information workers
 managers as, 173–74
 managing, 171–79
- Informed decision, 83
- Integrity, 64
- Intelligence
 development of, 37
 technology, 146–50
 in workplace, 143–46
- Interactivity, 11
- Interference theory, 46
- Internal information, 26
- Internet, 30, 31, 135
 brain and, 41
 navigating, 164–65
 personality tests on, 77
- Interpretation, of information, 158
- Intuition, 96–97
- K**
- Keeping found things found
 theory, 65–66
- Kinesthetic medium, 10
- Knowledge
 as attribute of information, 14
 information *versus*, 3–4
 limiting access to, 9
 required, 83
- L**
- Language, 151–52
- Laughter, 92–93
- Learning, 135–39
 information literacy skills,
 137–38
 information processing, 138–39
 principles, 138
- Learning styles, 81–82
 activist, 81
 pragmatist, 82
 reflector, 81
 theorist, 82
- Left brain, right brain *versus*,
 51–52
- Life cycles, of information, 12
- Lighting, 92
- Limbic system, 37, 51

- Listeners, information aptitude
and, 78–79
- Long-term memory, 42–43
- Low-hanging fruit principle, 60
- M**
- Mammalian brain, 37
- Managers
information behaviors of, 174
as information workers, 173–74
of information workers, 171–79
- Mania, collecting, 23–24
- Medium, 9–10
auditive, 10
communication, 156
kinesthetic or haptic, 10
visual, 10
- Memory, 110
aging and, 182–84
autobiographical, 42
emotional, 48–50
episodic, 42, 114
explicit, 42
false, 50–51
flash bulb, 48
implicit, 42
long-term, 42–43
problems, 46
repetition and, 44, 111–12
semantic, 42, 50
sensory, 42
short-term or working, 42
stopping, importance of,
117–18
tip of the tongue, 113–14
types of, 41–43
working, 101
writing and, 112–13
- Memory capacity, of brain, 41
- Metainformation, 26
- Metaphors, brain, 40–41
- Mindmapping, 65, 162
- Mirroring, 53–54
- Mnemonic techniques, 115
- Multimedia applications, 40
- Multiplicative quality, of
information, 14
- Multitasking
attention and, 107–8
brain and, 108
information stress and, 98
- Muscles, brain, 103–4
- Music, 93–94
- N**
- Neocortex, 38
- Networking, 168
analysis of, 171
- Neurons, mirror, 53
- Neuroticism, 77
- Nonsense, 25
- O**
- Olfactory, 91–92
- Openness, 77
- Operant conditioning, e-mail
and, 31
- Oral communication, 158–59
- Order, brain, 127–28
- Organization, of information,
55–57, 85–86, 126–29
as barrier to information use,
26–27
first-order, 127
second-order, 127
third-order, 127
- Organizational design, information
overload and, 30
- Organizations, information and, 4
- Oxytocin, 100

P

- Parkinson's disease, 100
- People
 - as barrier to information use, 26
 - information and, 8–9
 - selection of, in workplace, 169–70
 - as sources of information, 167–71
- Personal background, information profile and, 75–78
 - analysis of information flows, 75–76
 - IT and information competencies, 76
 - personality, 76–78
- Personal information management, 85
- Personality, information behavior and, 58
- Personality, information profile and, 76–78
 - agreeableness, 77
 - conscientiousness, 77
 - extraversion–introversion, 77
 - neuroticism, 77
 - openness, 77
- Personal situation, information overload and, 29
- Photographs, 163
- Pictures, advantages of, 162–63
- Pilers *versus* filers, 80–81
- Pilot balloon, 62
- Position, justification of, 24
- Postponement behavior, information stress and, 99
- Povernaps, 95
- Pragmatist learning style, 82
- Presentation, of information, 158
- Preservation, of information, 158

- Pressure, information stress and, 99
- Principle of least effort, 67
- Printing press, 21
 - invention of, 5
- Proactiveness, 64
- Productivity, information, 140–43

Q

- Questions
 - asking, 122–23
 - communication and, 153–54
 - information pruning and, 132–33

R

- Readers, information aptitude and, 78–79
- Recall, 114–15
 - brain and, 43–51
- Reciprocity, 108, 168
- Redundancy, of information, 14
- Reflector learning style, 81
- Remembering, 109–10
 - brain and, 43–51
 - déjà vu, 47
 - techniques for, 114
- REM sleep, 52, 53
- Repetition, 111–12
 - memory and, 44
 - power of, 136
- Reptilian brain, 37
- Reputation, 168
- Retrieval, of information, 121–22
 - improving, 182–83
- Right brain, left brain *versus*, 51–52
- Rule of conduct, for information, 11

S

- Saving, of information, 124–26
 - reasons for, 125
- Scarcity, of information, 8

- Selection process, 28
- Semantic memory, 42, 50
- Senses, 79–80
- Sensitive information, 91–95
 - enlightenment, 92
 - laughing out loud, 92–93
 - music, 93–94
 - olfactory, 91–92
 - sleep, 94–95
- Sensory functions, information and, 10
- Sensory memory, 42
- Sensory overload, 21
- Serendipity, 67–68
- Serotonin, 100
- Shorthand, 152
- Short-term memory, 42
- Signaling, 149
- Sleep
 - importance of, 94–95
 - REM, 52, 53
- Social networking, 153
- Speakers, information aptitude and, 79
- Storytelling, 157–60
 - art of, 159–60
 - elements of, 160
 - oral, 158–59
 - verbal rules, 159
- Stress
 - information, 97–99
 - overload of information and, 20
- Supply, of information, 14
- Symptoms, of information overload, 27–29

- T**
- Take-outs, in information pruning, 133–34
- Tasks, information overload and, 30

- Technology
 - gender and, 177
 - helpful, 147–48
 - information barrage and, 20
 - information component of, 10
 - information life cycles and, 12
 - intelligence, 146–50
 - spread of information and, 5
 - tools, using, 146–47
- Theorist learning style, 82
- Time, 11
 - information behavior and, 58–59
 - workplace and, 179–82
- Time management, 87–88
- To-do lists, 88–89, 112
 - tips for, 113
- Transmission rate, in brain, 39
- Trust, information and, 9
- Twitter, 68

- U**
- Uncertainty, information attitude and, 83–84
- Unconsciousness, 110–11
- Unsolicited information, 25
- Usage, 11–12

- V**
- Value, of information, 11, 16–17, 141–42
- Values, information behavior and, 64
- Verbalizer *versus* imager, 79
- Verbal rules, of storytelling, 159
- Violent behavior, 27
- Visual communication, 161–64
 - advantages of, 162–63
 - imagination and, 163–64
- Visualization, 161
- Visual medium, 10

W

Walkabout, 172

Wisdom, defined, 4

Working memory, 42, 101

Workplace

access to information in, 142–43

breaks in, 181

digital, 148–50

information and, 167–84

managing information workers

in, 171–79

new jobs, 178–79

selection of people in, 169–70

smart workers in, 143–46

technology intelligence,

146–50

time in, 179–82

Writers, information aptitude

and, 79

Writing, memory and, 112–13

<http://www.pbookshop.com>

<http://www.pbookshop.com>

<http://www.pbookshop.com>

<http://www.pbookshop.com>

<http://www.pbookshop.com>

<http://www.pbookshop.com>